

RESOLUTION APPROVING MUNICIPAL RECORDS RETENTION AND
DISPOSITION SCHEDULE AND FURTHER AUTHORIZING AGREEMENT WITH
THE NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES

WHEREAS, the North Carolina Department of Cultural Resources, Division of Archives and Records, Government Records Branch, hereafter referred to as the North Carolina Department of Cultural Resources, is responsible for assisting local governments in records management, including the destruction of obsolete records and the protection of essential records as provided by Chapters 121 and 132 of the General Statutes of North Carolina;

WHEREAS, this Municipal Records Retention and Disposition Schedule was last updated and approved by City Council on December 18, 2012;

WHEREAS, the North Carolina Department of Cultural Resources released updated versions of specific sections of the Municipal Records Retention and Disposition Schedule in 2015;

WHEREAS, the amended 2015 Municipal Records Retention and Disposition Schedule includes amendments to Standard 4. Budget, Fiscal and Payroll Records; Standard 9. Law Enforcement Records; and Standard 12. Personnel Records;

WHEREAS, it is necessary to approve the amendments to the Municipal Records Retention and Disposition Schedule in order for the City to legally and properly dispose of records in accordance with the provision of Chapters 121 and 132 of the General Statutes of North Carolina;

WHEREAS, it is deemed in the best interest of the City to approve the 2015 amendments of the Municipal Records Retention and Disposition Schedule and to authorize an agreement with respect thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENSBORO:

1. That the 2015 amendments to the Municipal Records Retention and Disposition Schedule, issued by the North Carolina Department of Cultural Resources, a copy of which is on file in the Office of the City Clerk, is hereby in all respects approved and adopted for use and as a guide for the City of Greensboro.

2. That, on behalf of the City of Greensboro, the City Clerk, City Manager, and Mayor are hereby authorized to execute the agreement, attached hereto as Exhibit A.

Approved this 7th day of April, 2015.

CITY OF GREENSBORO

By: _____
Mayor

ATTEST:

City Clerk

THE FOREGOING RESOLUTION WAS ADOPTED
BY THE CITY COUNCIL OF THE CITY OF
GREENSBORO ON THE 7TH DAY
OF APRIL, 2015.

E.H. Dillard
CITY CLERK

APPROVED AS TO FORM

John D. [Signature]
CITY ATTORNEY

**CITY OF GREENSBORO'S RECORDS RETENTION AND DISPOSITION SCHEDULE
CONCERNING WHEN ADMINISTRATIVE VALUE ENDS**

PAGE	STANDARD	YEARS
ADMINISTRATION AND MANAGEMENT RECORDS		
1	Abstracts of Municipal Elections	2 years
1	Agenda and Meeting Packets File	2 years
2	Associations and Organizations File	1 year
3	Business Certification Records	5 years
3	Bulletins	1 year
3	Census Project File	5 years
4	Citizen Rebate Program Records	2 years
4	Citizen Surveys	2 years
4	Conferences and Workshops File	1 year
5	Correspondence and Memoranda	3 years
5	Customer Call Center Recordings	2 years
5	Employee Security Records	1 year
8	Grant Proposals	5 years
8	Legislation and Regulatory Records	2 years
9	Mailing and Distribution Records	2 years
10	Minutes of Public Bodies	5 years
10	Minutes (Staff Meetings)	N/A
11	Miscellaneous (Non-Building) Applications and Permits	5 years
11	Notices of Public Meetings	1 year
11	Ordinances	2 years
12	Planning and Development Files	3 years
13	Public Hearing Records	3 years
15	Reports and Studies (Internal Administration)	1 year
15	Requests for Proposals	2 years
16	Research and Studies File (Administrative)	4 years
16	Resolutions	4 years
16	Telephone Usage Logs and Reports	2 years
AIRPORT AUTHORITY RECORDS		
19	Airport Commission Minutes	5 years
ANIMAL CONTROL AND SHELTER RECORDS		
22	Animal Cruelty Records	3 years
23	Impoundment Records	N/A
BUDGET, FISCAL AND PAYROLL RECORDS		
27	Budget Resolutions and Ordinances	4 years
32	Popular Annual Finance Report	N/A

Adopted 12.18.12

PAGE	STANDARD	YEARS
BUILDING INSPECTION RECORDS		
35	Blueprints and Specifications	1 year
36	Building Permits and Applications	1 year
36	Burning Permits (Building Inspections)	1 year
37	Construction Reports	1 year
37	Encroachments of Right-of-Way Applications and Permits	1 year
37	Inspector Worksheets	1 year
38	Maps, Plans and Drawings	Permanent
38	Miscellaneous (Building) Applications and Permits	1 year
40	Trade Permits (Electrical, Gas, Mechanical, and Plumbing)	1 year
EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
43	Disaster and Emergency Management Plans	10 years
45	Federal Assistance Programs Reference Records	10 years
46	Fire Investigation Records	3 years
47	North Carolina Fire Association Records	3 years
49	Radiological Data Station File	N/A
49	Resolutions on Establishment of Local Agency	Permanent
49	Safety Committee Agenda and Meeting Packets File	1 year
50	Safety Committee Minutes	3 years
51	Training and Education File	10 years
INFORMATION TECHNOLOGY RECORDS		
54	Computer and Network Usage Records	N/A
57	System Access Records	N/A
58	System Maintenance Records: Records Backups	Permanent
LAW ENFORCEMENT RECORDS		
61	Alarm Call Reports	3 years
61	Alerts File	3 years
63	Bingo License Records	N/A
65	Case History File: Cases not Officially Investigated	3 years
65	Chemical Analysis Records	N/A
66	Complaints File	Permanent
66	Composite Interviews	3 years
67	Crime Analysis Records	3 years
67	Crime Prevention Records	3 years
67	Criminal History Records	3 years
68	Daily Bulletins	3 years
70	Domestic Violence Case Files: Closed (Copies)	3 years
70	Driving While Impaired (DWI) Reports File	3 years
72	Federal Firearms Notification Records	3 years
72	Field Observation Reports	3 years
73	Firearms Range File	Permanent

74	House and Special Check Requests	3 years
75	Incident/Offense Reports	3 years
75	Informant Records	Permanent
76	Inmate Commitment Records	N/A
78	Internal Affairs Case Records	3 years
79	List of Inmate Reports	N/A
80	Multiple Firearms Sales Reports	Permanent
80	Mutual Aid Agreement Records	3 years
81	Parole Commission Notification Reports	3 years
82	Permission to Search Records	3 years
82	Personal Histories of Known or Suspected Law Breakers	3 years
82	Personnel Inspection Reports	3 years
83	Polygraph and Drug Screening Program	Permanent
88	Uniform Crime Reports (UCR)	3 years
89	Wanted Persons File	3 years
89	Warrants Register	3 years

LEGAL RECORDS

94	Legal Review Records	10 years
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PARKS AND RECREATION RECORDS

96	Birth Certificates (Reference Copies)	5 years
97	Facilities Use Permits	1 year
98	Parks and Recreation Agenda and Meeting Packets File	5 years
98	Parks and Recreation Board Minutes	10 years
99	Parks Planning File	Permanent
100	Ticket Stubs	N/A

PERSONNEL RECORDS

101	Abolished Position File	1 year
102	Deferred Compensation File	1 year
107	Employee Performance Review File	1 year
107	Employee Suggestions	1 year
107	Employee Training and Educational Records	N/A
108	Employee Work Schedules and Assignment Records	N/A
110	Fringe Benefits File	1 year
112	Personnel Records (Reference Copy)	1 year
113	Position Control File	1 year
113	Position Requisition and Analysis Records	1 year
113	Salary Survey Records	1 year
115	Workers' Compensation Program (Administrative) File	1 year

PLANNING AND ZONING RECORDS

116	Appearance Commission Agenda and Meeting Packets File	1 year
117	Appearance Commission Minutes	Permanent
117	Appearance Commission Project File	2 years

117	Assessment Records File	2 years
118	Board of Adjustment Agenda and Meeting Packets File	5 years
119	Board of Adjustment Minutes	Permanent
120	Conditional Use Permit Records and Index	2 years
120	Easement Release Request File	3 years
122	Photographs and Negatives (Aerial)	Permanent
122	Planning and Zoning Board Agenda and Meeting Packets File	5 years
123	Planning and Zoning Board Minutes	Permanent
123	Planning and Zoning Studies	Permanent
124	Preliminary Subdivision and Group Development Site Plans	5 years
124	Redevelopment Planning Records	5 years
124	Referred Projects	5 years

PUBLIC RELATIONS RECORDS

131	Agency Publications	1 year
131	Audio-Visual Recordings (Public Relations)	1 year
132	News and Press Releases	3 years
132	Speeches	1 year

PUBLIC TRANSPORTATION SYSTEMS

134	Applications for Art-In-Transit	10 years
134	Applications for Awards	10 years
134	Customer (Rider) Alerts	10 years
134	Customer (Rider) Identification Records	10 years
135	Lost and Found Records	10 years
135	Operator Bid Records	10 years
136	Operator Scheduling and Assignment Records	10 years
136	Route History Records	10 years
136	Route Maintenance Records	10 years
137	Seat Belt and Restraint System Records	10 years
138	Shelter Records	5 years
138	Ticket Consignment Records	10 years
138	Transit Schedules	5 years
139	Vehicle Operator Instructions	10 years

PUBLIC UTILITIES AND ENVIRONMENTAL MANAGEMENT RECORDS

142	Cable Television Franchise Records	5 years
142	Comprehensive Solid Waste Management Plan and Amendments	5 years
143	Construction Drawings	Permanent
143	Customer Account Histories	Permanent
144	Daily Report of Operations and Costs	1 year
145	Drivers' Daily Reports	1 year
147	Engineering Reports File	Permanent
147	Erosion and Sediment Control Exhibit Records	3 years
148	Final Inspection Reports	3 years

**Municipal
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

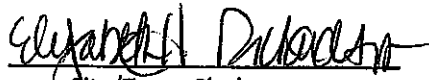
STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS

Amending Item 32 Escheat and Unclaimed Property File as shown on substitute page 29.


STANDARD 12. PERSONNEL RECORDS

Adding item 1-A Accreditation Records as shown on substitute page 101. Superseded
Amending item 19 Employee Eligibility Records as shown on substitute page 105. January 5, 2015
Amending items 36 Family Medical Leave Act (FMLA) Records, 42 Leave File, and 43 Leave Without Pay
File as shown on substitute pages 110-111.

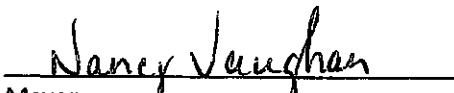
APPROVAL RECOMMENDED

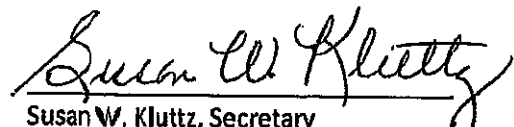

City/Town Clerk


Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED


Mayor


Susan W. Kluttz, Secretary
Department of Cultural Resources

August 29, 2013


Municipality

**Municipal
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

STANDARD 9. LAW ENFORCEMENT RECORDS

Adding Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.

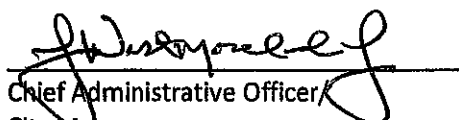
STANDARD 12. PERSONNEL RECORDS

Amending Item 19, Employee Eligibility Records, as shown on substitute page 105.

APPROVAL RECOMMENDED



City/Town Clerk

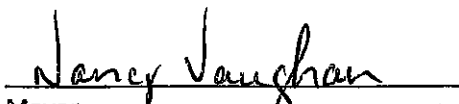


Chief Administrative Officer/
City Manager

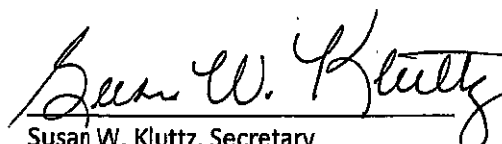


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Mayor



Susan W. Kluttz, Secretary
Department of Cultural Resources

January 5, 2015

EXECUTIVE SUMMARY

- ✓ According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources (DCR). The State Archives of North Carolina is the division of DCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your municipality is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each record series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever. In other cases, the retention period may be "destroy in office when administrative value ends." Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when administrative value ends."
- ✓ Email is a record as defined by G.S. §121-5 and G.S. §132. It is the content of the email that is critical when determining the retention period of a particular email, including attachments, not the media in which the records were created. Email should be retained in the same manner as its paper counterpart. It is important for all agency employees and officials to determine the appropriate record series for specific emails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all municipal employees and officials take our online tutorials in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management, utilizing the retention schedule, email management, and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming of the minutes of major decision-making boards and commissions in a municipality. Once those records are filmed, we will store the silver negative (original) in our security vault.
- ✓ There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst assigned to your municipality for the most current information.